

FIFE ROAD CO-OPERATIVE HOMES, INC.

SURVEILLANCE CAMERA POLICY

Purpose

Fife Road Co-operative Homes, Inc. has surveillance cameras overlooking the parking lots and common areas at both 186 and 190 Fife Road. The use of video surveillance is permitted & regulated under FIPPA and MFIPPA

The surveillance cameras are in place to promote community safety, to help protect co-op property from damage and to ensure only lawful activity takes place on co-op property, including ensuring the co-op is adhering to property standards bylaws.

This policy sets out the procedures for the operation of the surveillance camera system, including how video footage is accessed and protected. This policy will detail the usage of the recordings and who may access them.

Location and Operation of Cameras

Video surveillance cameras were installed to provide live feed and a video recording of the parking and common areas for the staff and manager. All of the cameras are stationary and will only record certain designated areas. Care was taken to ensure that cameras were not directed through any windows or property adjacent to the common areas and parking lots.

Some cameras operate and record all of the time while other cameras operate by motion sensor.

Signs will be posted at each entrance to both 186 and 190 Fife Road advising that camera surveillance is in use in parking lots and common areas.

Retention of Video Recordings

Recordings will be kept electronically on the system hard drive for a duration of 30 to 60 days. Recording will be automatically overwritten when the storage of system hard drive is full.

Recordings of specific events or incidents may be saved on a separate secure device if documentation of an incident is needed.

Storage

The system hard drive and records are to be retained in secure locations not accessible to unauthorized individuals. These locations will be locked up at all times unless the authorized individuals are present.

Training

All individuals who have access to the surveillance footage shall receive training on this policy and the rights and responsibilities of the operators of the video surveillance equipment. The training will be documented in the corporate records.

Access

The manager and/or staff will have access to the recordings in all cases.

No board member will have access for any reason other than stipulated below.

No member will have access for any reason other than stipulated below.

In order to ensure that the surveillance cameras meet the purposes identified above, representatives from law enforcement may be provided access to video surveillance footage. Law enforcement may use the video footage for the investigation and prosecution of offences.

Copies of the recordings will be provided to law enforcement at their written request, unless the matter is of an immediate and urgent nature and the recordings may assist in law enforcement to reduce harm to a person or property.

In the case of an emergency and the manager and/or other staff are unavailable to assist the law enforcement with reviewing the recordings, a designated board member, who has received the appropriate training, may assist the officer(s).

Members may request copies of video footage of themselves only. This request must be in writing and

include the members name, unit number, the date and time of the occurrence and the reason for the request. The co-op will not provide any video footage of other individuals. If the video footage requested requires any modifications, such as blurring images not associated with the requestor, the costs associated will be charged back to the individual requesting it.

Any other requests must be permitted under FIPPA and MFIPPA.

The board of directors may view surveillance footage in instances where there is a decision before the board of directors pertaining to the incident (start to end of incident only). The purpose is to allow for an informed decision being made by the board of directors relating to the following objectives:

- help protect co-op property from damage;
- ensure only lawful activity takes place on co-op property; and,
- ensuring the co-op is adhering to property standards bylaws.

Legal counsel for Fife Road Co-operative Homes, Inc. will be provided with copies of any recordings required in any legal cases involving Fife Road Co-operative Homes, Inc.

Collection Log

The Co-op will keep records of all requests where the

video surveillance footage was accessed and viewed by someone other than the manager and staff. These requests will be kept in a Collection Log.

The Collection Log will be maintained by the manager which shall include the date, time, and location of footage and, where applicable, the law enforcement agencies case number for any copies of recordings requested.

The Collection Log must also include a description of the circumstances justifying the disclosure, the amount of footage involved, the name, title, and agency to whom the footage is being disclosed, the means used to disclose the footage and whether it will be returned or securely disposed of after use. If digitalized, the footage will be encrypted.

If video surveillance is accessed and disclosed, the cop shall retain a digital copy of any provided recordings for a minimum of 1 year as set out by FIPPA and MFIPPA, This timeline does not include viewing the live feed.